



WATERVILLE PLANNING BOARD MINUTES

DATE OF MEETING: May 3, 2021

VENUE: Via Zoom

MEMBERS PRESENT: x Samantha Burdick, Chair
x April Chiriboga
x Tom DePre
x David Johnson
x Hilary Koch
x Uria Pelletier
x Bruce White

STAFF PRESENT: Ann Beverage, City Planner

MINUTES:

Samantha Burdick made a motion to approve the minutes of the April 5, 2021, meeting. Hilary Koch seconded. Vote 5-0 in favor. April Chiriboga abstained. Uria Pelletier was unable to connect to the Internet at the time of the vote.

ITEM 1: Elm City 93, LLC is requesting Preliminary and Final Plan review for the Paul J. Schupf Arts Center to be constructed at 93 Main Street. This review is in accordance with Articles 8 and 9 of the Site Plan Review and Subdivision Ordinance.

Shannon Haines of Waterville Creates, Tim Lock with Opal Architecture, and Susie Rodriguez with STR Architecture presented the Paul J. Schupf Arts Center to the Board. For additional information, please see the minutes of the April 5, 2021, Planning Board meeting.

CORRESPONDENCE:

The applicants provided letters from City Engineer Andrew McPherson (dated April 21, 2021), Fire Chief Shawn Esler (dated April 15, 2021), Superintendent of the Waterville Sewerage District (WSD) John Jansen (dated April 22, 2021), and District Engineer Kennebec Water District Jefferson Longfellow (dated April 29, 2021).

ACTION:

The Board made findings of fact in accordance with Section 1.3, Standards of Review, in the Site Plan Review Ordinance. Bruce White made a motion to approve the project with the following conditions:

FIRE:

1. The State Fire Marshal's Office must review and approve all building plans to ensure State fire code compliance. This project will likely require both a construction permit and a barrier free permit.
2. Once building/construction/fire protection plans are approved by the State Fire Marshal, those plans shall be submitted to WFD for a secondary review to ensure adequate compliance with Waterville's Public Safety Ordinance as adopted by City Council and to evaluate the project's overall impact to Waterville Public Safety. This review along with the fire department's involvement throughout the project is known as the General Life Safety Review (GLSR). The GLSR is subject to a fee as established by City Council.
3. An assigned project manager shall be available to conduct periodic walkthroughs as determined by the Fire Chief and/or Police Chief to aid in emergency response, should an emergency occur during the construction phase.
4. The Paul J. Schupf Art Center will ensure emergency responder radio coverage by means of an approved enhancement if the building materials used in construction block or hinder the use of fire or police radios. Radio coverage can be determined by the Fire Chief and/or Police Chief by means of a simple portable radio test of all floors/areas of the building. Fire and police radio frequencies will be made available upon request. *In many cases this has proven unnecessary, however we must consider this during the pre-construction phase.*
5. The Paul J. Schupf Art Center will provide a fire alarm master box directly tied to the municipal fire alarm system to aid in early emergency notification to our downtown infrastructure. Provisions shall be provided to install an AES wireless fire alarm box that meets WFD specification. All fire alarm operations shall be in coordination with WFD's fire alarm technician and an annual monitoring fee will be assessed in accordance with the fee schedule established by City Council.
6. The Paul J. Schupf Art Center will ensure access to the fire department connection (FDC) is maintained and the FDC located in a suitable position for firefighting operations. The FDC shall be 4" Storz connection compatible to WFD's large diameter hose.
7. The Paul J. Schupf Art Center will provide a lockable "Knox" cap for the FDC to protect the sprinkler connection against vandalism and ensure quick fire department access.
8. The Paul J. Schupf Art Center will provide a "Knox Box" and keys mounted to the right of the main entrance or a position acceptable to the Fire Chief to allow after hours emergency access.

9. The Paul J. Schupf Art Center will provide three contact names and telephone numbers of "Responsible Employees" to WFD to provide "after hours" response to alarms.
10. Emergency power generators shall be installed in accordance with NFPA 110 and must have provisions for emergency shutoff/disconnect located at or near the unit obvious to fire department personnel.
11. The Paul J. Schupf Art Center will ensure interior elevator dimensions are adequate for a full-sized emergency medical services stretcher.

STORM DRAINAGE SYSTEM:

1. The storm drainage system as depicted on the plan is acceptable. It is important to note that the 8" storm drain connects to a private catch basin owned by the City of Waterville. Attached is a map that identifies this private storm system (in pink) that your system will connect to. The District's storm system is depicted on the plan in blue. It is recommended that a formal agreement be negotiated with the City regarding the use of their system.
2. Roof Drains, if applicable, must be connected to the storm drainage system.
3. The proposed roof drain connection onto Main Street must not exceed 8" (12" shown on the referenced plan but 8" is a better solution based on the District's pipe size and project engineer agreed).

SANITARY SEWER:

1. The sanitary system as depicted on the plan is also acceptable.
2. The existing service that will be disconnect must be properly plugged at the manhole and the plug must be inspected by the District.
3. The manhole that the new private service connects to on the plan is owned by the City of Waterville. The private sanitary system is shown in light green on our attached map. Our sanitary system is shown in orange. We do not normally allow multiple private entities to connect to the same private system, but we understand this is a different project. It is highly recommended that a formal agreement be negotiated with the City regarding the use, maintenance, and sustainment of the system.
4. Whereas this is a new building with a new service a permit [\$250 fee] will be required for the connection to the District's sanitary system.
5. In addition to the permit fee, this project is subject to a "Ready to Serve Fee" of \$2,200 (Calculated: Engineer Estimate of 1100 gallons per day times \$2 per gallon).
6. Air Testing is required. If done by the District there is a charge of \$158. If performed by the contractor there is no charge but, it must be accomplished under the observation of District personnel.

7. All work is to be performed in accordance with the District's requirements.
8. The District will need to know what the engineer estimate is for the average daily flow. This can be sent to the undersigned at jjjansen@watevillesd.com

David Johnson seconded. Vote: 7-0 in favor.

ITEM 2: Pondwood LLC is requesting Final Plan Review for a mini mall to be constructed at 195 College Ave. This review is in accordance with Article 7 of the Site Plan Review and Subdivision Ordinance.

Don Plourde, owner of Pondwood LLC, and engineer Boyd Snowden of Snowden Consulting Engineers, Inc, presented plans for a four-unit, 7,000 square-foot strip mall to be constructed at 195 College Avenue. The company is constructing the building on speculation but expects to lease space to small contractors or electricians who need office and storage space. With those uses in mind, units will include garage doors in the rear of the building.

Mr. Snowden told the Board that the final version of the site plan will show a fenced dumpster in the rear, northeast corner of the lot. It also will show a fence and evergreen plantings to provide visual screening (in accordance with Section 5.9.5 of the Zoning Ordinance) for the three-unit apartment building at the corner of College Avenue and Cottage Street.

CORRESPONDENCE:

The applicants provided letters from City Engineer Andrew McPherson (dated April 29, 2021), Fire Chief Shawn Esler (dated April 29, 2021), Superintendent of the Waterville Sewerage District (WSD) John Jansen (dated April 23, 2021), and District Engineer Kennebec Water District Jefferson Longfellow (dated April 30, 2021).

ACTION:

The Board made findings of fact in accordance with Section 1.3, Standards of Review, in the Site Plan Review Ordinance. Samantha Burdick made a motion to approve the project with the following conditions:

FIRE:

1. The State Fire Marshal's Office must review and approve all building plans to ensure State fire code compliance. This project will likely require both a construction permit and a barrier free permit.
2. Once building/construction/fire protection plans are approved by the State Fire Marshal, those plans shall be submitted to WFD for a secondary review to ensure adequate compliance with Waterville's Public Safety Ordinance as adopted by City Council and to evaluate the project's overall impact to Waterville Public Safety. This review along with the fire department's involvement throughout the project is known as the General Life Safety Review (GLSR). The GLSR is subject to a fee as established by City Council.

3. An assigned project manager shall be available to conduct periodic walkthroughs as determined by the Fire Chief and/or Police Chief to aid in emergency response, should an emergency occur during the construction phase.
4. Should a fire alarm be required, Pondwood LLC will provide a fire alarm master box directly tied to the municipal fire alarm system to aid in early emergency notification. Provisions shall be provided to install an AES wireless fire alarm box that meets WFD specification. All fire alarm operations shall be in coordination with WFD's fire alarm technician and an annual monitoring fee will be assessed in accordance with the fee schedule established by City Council.
5. Pondwood LLC will provide a "Knox Box" and keys mounted to the right of the main entrance or a position acceptable to the Fire Chief to allow after hours emergency access.
6. Pondwood LLC will provide three contact names and telephone numbers of "Responsible Employees" to WFD to provide "after hours" response to alarms.

STORM DRAINAGE SYSTEM:

1. There are currently no planned connections to the District's system so a permit from the District is not required. The drainage infrastructure will be considered private.

SANITARY SEWER:

1. A permit [\$250 fee] will be required for the new sanitary connection. The owner or their contractor must notify WSD 48 hours in advance of making the connection. Working with the contractor WSD personnel will core the manhole and will make the physical connection. The contractor will be required to install the drop structure as indicated on the plans.
2. Air testing of the service is required prior to connecting to the WSD's sanitary system. If the test is completed by WSD personnel, the fee is \$158. If the test is completed by the contractor under the observation of WSD personnel, then there is no fee.
3. In addition to the permit fee this project is subject to a "Ready to Serve Fee" of \$1,050. The building is 7000 square feet and the formula used to calculate the fee is 7.5 gallons per 100 square feet X \$2.00 per gallon.
4. The manhole that the service will connect to is owned by KSTD. Attached (enclosure 1) is a letter dated April 23, 2021 from the Superintendent, Nick Champagne, PE that identifies conditions that must be met when connecting to their manhole. These conditions apply to WSD as well as the contractor selected to construct the mini mall.

KSTD CONDITIONS:

1. That both the Waterville Sewerage District and KSTD shall have qualified personnel on site to observe and inspect the coring and connection to the KSTD owned manhole on Eastern Avenue. Owner or Contractor shall provide minimum 24 hours notice of the work to both Waterville Sewerage District and Kennebec Sanitary Treatment District. KSTD shall have the right to reject the work and require repairs if not found suitable upon inspection.
2. That the coring of the manhole be completed with a concrete coring machine suitable for the application and conducted by competent personnel with experience in concrete coring.
3. That the Contractor completing the work be responsible for capturing and disposing of any and all debris from construction before it enters the invert and waste stream.
4. That the Contractor completing the work be responsible for any and all damages to the manhole as a result of construction.
5. That KSTD shall have no ownership responsibilities of the service line or manhole connection and that any and all maintenance issues/costs shall be the sole responsibility of the Owner (Pondwood LLC or its successors).

WATER:

Before plans are released for construction, final site plans shall be reviewed and approved by Kennebec Water District (KWD) to verify that details conform with KWD design standards.

TRAFFIC:

Given that this project is speculative, tenants and uses of the proposed building currently are unknown. The developer assumes all costs associated with obtaining a Maine Department of Transportation (MDOT) Traffic Movement Permit (TMP) and bringing this project into compliance with MDOT requirements, if future tenants generate traffic in excess of 100 trips per peak hour.

Tom DePre seconded. Vote: 7-0 in favor.

ITEM 3: D.H. Smith and Sons LLC is requesting Final Plan Review for the construction of a 6,400 square foot wood products facility at 135 Airport Road. This review is in accordance with Article 7 of the Site Plan Review Ordinance.

Dan Smith, owner of D.H. Smith and Sons LLC, and engineer Rick Grady of Grady Consulting presented plans for Mr. Smith's wood processing facility and future Husqvarna dealership to be constructed at 135 Airport Road. The company will bring wood from the north to process into mulch or chips to be burned to generate power. Trucks from Massachusetts will pick up wood products and transport them south to market.

Mr. Smith intends to construct a small version of the facility that he owns in Marshfield, Massachusetts, including a barn-red metal building. Trucks will be maintained and parked inside the building. There will be three to six employees at most.

CORRESPONDENCE:

The applicants provided letters from City Engineer Andrew McPherson (dated April 21, 2021), Fire Chief Shawn Esler (dated April 29, 2021), Superintendent of the Waterville Sewerage District (WSD) John Jansen (dated April 22, 2021), and District Engineer Kennebec Water District Jefferson Longfellow (dated April 30, 2021).

ACTION:

The Board made findings of fact in accordance with Section 1.3, Standards of Review, in the Site Plan Review Ordinance. Tom DePre made a motion to approve the project with the following conditions:

FIRE:

1. Prior to any buildings being constructed, a general life safety review from WFD will be required. Once building/construction are approved by the State Fire Marshal, those plans shall be submitted to both code enforcement and WFD for a review to ensure adequate emergency response and compliance with Waterville's Public Safety Ordinance. This review will be subject to the fees outlined in the Public Safety Ordinance as adopted by City Council.
2. Due to the manufacturing and large storage quantity of fine wood materials (mulch) it will be required that a loader, excavator, or other piece of equipment be available to the fire department in the event of a fire to aid in suppression efforts.

SANITARY SEWER:

1. A permit [\$250 fee] will be required for the new sanitary connection. The owner or their contractor must notify WSD 48 hours in advance of making the connection. Working with the contractor WSD personnel will core the manhole and will make the physical connection.
2. Air testing of the service is required prior to connecting to the District's sanitary system. If the test is completed by District personnel, the fee is \$158. If the test is completed by the contractor under the observation of District personnel, then there is no fee.
3. In addition to the permit fee this project is subject to a "Ready to Serve Fee" of \$480 which is the minimum amount charged by the District and is based on amount of effluent sent to the District's sanitary system.
4. An oil separator is required to support the proposed floor drain in the equipment maintenance area of the building.

STORM DRAINAGE SYSTEM:

1. There are currently no planned connections to the District's system so a permit from the District is not required. The drainage infrastructure will be considered private.

WATER:

1. Before plans are released for construction, Kennebec Water District (KWD) must verify that details conform to KWD design standards.

Uria Pelletier seconded. Vote: 7-0 in favor.